



**Request for City Council Committee Action
From the Finance Department**

Date: January 31, 2002
To: Ways and Means Committee
Referral to: None

Subject **Utility Billing Insert**


Recommendation

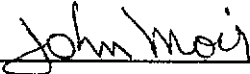
The Finance Department recommends the approval of the Utility Billing Office request to place an insert with the March 2002 Utility Bills. The purpose of the insert is an automatic bill payment form which will allow our customers to be able to sign up to have their bills paid automatically by using direct payment. The size of the insert would be approximately 3 1/2 " by 6 " folded.

Previous Directives

(any past Council actions or directions to staff)

Prepared or Submitted by : Ramon Morales, Utilities Billing Office Manager,
Phone #673-2404

Approved by: Patrick Born, City Finance Officer 

John Moir, City Coordinator 

Presenters in Committee (Consent Item)

Financial Impact (Check those that apply)

☒ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):

☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)

- ☒ Neighborhood Notification
- ☐ City Goals
- ☐ Comprehensive Plan
- ☐ Zoning Code
- ☐ Other



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Not applicable

Background/Supporting Information Attached

Relax!

Your local billers and financial institutions are joining together to promote the advantages of Direct Payment.

Why spend your valuable time writing the same checks, to the same companies, month after month when you could avoid this chore through Direct Payment? With Direct Payment, you can elect to have your recurring bills paid automatically from your checking or savings account. And you won't have to change your present banking relationship to take advantage of this free service.

You simply authorize regularly scheduled payments to be made from your checking or savings account using the attached authorization form and mail it in the postage paid envelope, then start saving time! Your payments will be made automatically on the specified days. Proofs of payment will appear on your bank statement.

Save time. Save postage. Avoid hassles and late payments when you're not at home. Direct Payment. It's time to relax!

New! You can now sign up for this service online at directpaymentplan.com



NOVELTY OH 44079-9909

PO BOX 359

STOP PROCESSING

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 359 NOVELTY OH

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Direct Payment

Use Direct Payment to Pay Your Bills Automatically

Authorization for Direct Payment

Please complete and return this form. Please print clearly. Please DO NOT send payment with this form.

I authorize the company(s) indicated to instruct my financial institution to make payments to them from the account listed below. I understand that I control my payments, and if at any time I decide to discontinue this payment service, I will notify the affected company(s).

Customer Information

Customer Name _____ Phone _____

E-mail Address _____

Address Where Service is Provided _____

City _____ State _____ Zip _____

Signature _____ Date _____

Note: Authorized signature must match the name on the designated bank account.

Financial Institution Information

Financial Institution Name _____

Type of Account: ☐ Checking (please enclose a voided check) ☐ Savings (please enclose a withdrawal slip)

Account Number _____

Financial Institution's Routing/Transit Number _____

(Between 12 and 14 on check bottom)

(Please enclose a voided check or withdrawal slip so that we can record the correct financial institution information.)

Company Account Information

MN403 City of Chaska Utility Billing Acct. No. _____ MN225 Xcel Energy Acct. No. _____

MN407 City of Minneapolis Utilities Acct. No. _____ MN640 Time Warner Cable Acct. No. _____

MN105 Reliant Energy Minnegasco Acct. No. _____ MN505 Saint Paul Regional Water Services Acct. No. _____

2001

Please tear off and retain for your records.

On _____ I authorized (check appropriate company(s))

☐ City of Chaska Utility Billing 952-448-2851

☐ Xcel Energy 800-895-4999

☐ City of Minneapolis Utilities 612-673-1114

☐ Time Warner Cable 612-522-2000

☐ Reliant Energy Minnegasco 612-372-4727

☐ Saint Paul Regional Water Services 651-266-6350

to initiate electronic entries to my checking/savings account at

Financial Institution _____
and have agreed to the terms on the authorization. I may revoke my authorization with the company(s)
at any time by calling them at the number(s) listed above.

bill indicates that Direct Payment has taken effect,
usually about one month after you sign up.

Q. How will my bill(s) be paid?

A. On the date shown on your bill, the company will
inform your financial institution of the amount due.
That amount will be automatically deducted from
your account.

or checks to write for your bills!

Q. If I already use Direct Payment for a bill payment, must I sign up again?

A. No, but if you are adding a new company or
changing financial institutions, please complete this
form and mail.

Q. Do equal monthly payment plans and budget plans qualify?

A. Yes.